

## Getting Started Guide

Welcome to Accellion.

Accellion Secure File Sharing allows you to share files securely with recipients both inside and outside your organization.

### 1) Logging into the Accellion Web User Interface

Log into the Accellion web interface using your email address and Accellion password. You may have received an invitation email with your username and password. If your company has integrated Accellion with its directory services, you can login using your email address and network password.

If you don't have an Accellion account, click "[I don't have an account yet](#)," on the login page.\*

- Enter your email address. You will receive a registration verification email at the email address you specified.
- Click the link in the email. You will be taken to the login screen where you will be prompted to create a new password for your account.

*\* Note: If your login screen does not provide a self-registration link – "I don't have an account yet," please contact your IT administrator.*

### 2) Sharing Files

Once logged-in, the File Manager tab provides you with an interface to create secure workspaces that can be used to share files with internal and external collaborators. You can add users to workspaces you create, upload and download files, add file comments and subscribe to notifications.

#### Using Workspaces

**To create a workspace**, click on the "**New Workspace**" button on the File Manager tab. You will be asked to name the workspace, add users, and enable notifications for that workspace.

Once created, an optional email will be sent to users informing them they now have access to the workspace.

When adding users to a workspace, you can assign users specific roles.

*Uploader* – Can only upload files and see files uploaded by Contributors and Managers.

*Viewer* – Can only view uploaded files.

*Contributor* – Can view, upload and comment on files.

*Manager* – Can view, upload, comment and delete files. Can also add/remove users.

**To upload files to a workspace**, click the "**Add File**" button. This will allow you to choose from files already uploaded to the appliance, or upload new files from your local computer.

**To send a file from the workspace**, select the file and click the "**Send**" button. You will see an interface to compose an email. The file you selected will already be attached. Once you have composed your email, hit the Send button. Your email will be sent along with a secure link to the file. You will receive a notification email when your file is downloaded.

**Comments** can be added to a file by users of that workspace. Users will be able to view and reply to comments left by others.

**Notifications** can be sent when a new file is uploaded, an existing file is changed, or a comment is left on a file. This is set under the “**Options**” drop-down menu → Subscribe for Notifications. From there, users of your workspace can choose which events will trigger the notifications.

### 3) Sending Files

Once logged-in, the **Send File** tab provides you with an interface to compose an email and attach a file. You can send individual files up to 2GB in size. If you want to send files or file folders up to 100 GB in size you should contact your IT administrator.

Once you have composed your email and attached a file, hit the “**Send**” button. Your file will first be uploaded to Accellion, and then your email will be sent along with a secure link to the file. You will be sent a notification email when your file is downloaded.

You can keep track of sent and received files under the Transfer section of the of the File Manager tab.

### 4) Receiving Files

The recipient of a file shared via Accellion will receive an email containing a secure link. The recipient can click on the secure link to download the file. If the recipient is a first time user of the Accellion solution, they will first be asked to authenticate themselves. This is a quick automated procedure that includes verifying ownership of their email address. In general, anyone receiving a file from you can also send files back to you via Accellion. If a recipient isn't able to send files, you may need to contact your IT administrator to have a send account created.

### 5) Using Accellion Mobile Apps

Accellion provides native mobile apps for Apple iOS, BlackBerry, and Android devices enabling users to easily and securely browse, view, download, save files for offline use, edit, and upload files to the device. Accellion Mobile Apps provide users with the ability to quickly access their secure workspaces anywhere, anytime.

To access workspaces from a supported mobile device, you will be required to enter the server name for your hosted solution, and the email and password you created for your web interface.

The server name will be the same host name you use to access the web interface.

Apps can be downloaded here: <http://accellion.com/products-services/mobile-access>

Accellion, Inc.  
1804 Embarcadero Road  
Suite 200  
Palo Alto, CA 94303

Tel +1 650 485-4300  
Fax +1 650 485-4308  
[www.accellion.com](http://www.accellion.com)  
[support@accellion.com](mailto:support@accellion.com)